

**Carlisle Council on Aging Board Meeting**  
**May 19, 2015**  
**Carlisle Town Hall – Clark Room**

COA Board Chair, Liz Thibeault, called the meeting to order at 7:00 pm. Board Members Present: Liz Thibeault, Abha Singhal, Elizabeth Acquaviva, Peggy Hilton, Jean Sain, Walter Hickman, Donna MacMullan. Associate Members Present: Verna Gilbert, Gio DiNicola, Reuben Klickstein, Patti Russo, Joan Rosazza, Stephanie Blunt. COA Staff Present: David Klein, Angela Smith Friends of the Carlisle COA Present: Nancy Jaysane. Audience Members Present: Kathy DeVivo-Ash, Maxine Crowther.

Liz Thibeault began the meeting by introducing the audience members, stating that they were being nominated for the FY16 Board and that Maxine Crowther was a tremendous help with the COA's new Bits & Bytes e-newsletter. She then thanked the COA Staff for the lovely COA Volunteer Appreciation Luncheon at Nashoba Tech. Liz indicated that the food was great and that two Selectman, John Gorecki and Peter Scavongelli, were in attendance. The Director of the Chorus was ill, so the students did not sing. On Behalf of the COA, Angela Smith presented a gift of appreciation to Nashoba Valley Tech Chef Steve Whiting, who is retiring after years of service at the High School and a lot of kind assistance for COA food events.

**New Business:** Liz Thibeault discussed the Marketing and Communications Task Force work with David Freedman, who has volunteered his time, expertise and effort to help the COA create a new logo. They still need to meet with David to give him further direction and tweak a few items and may need to schedule a special meeting if he is not available to attend the June 16 COA Board Meeting. The Marketing Task Force is working on a new tag line as well to attract an under-served segment of 60-69 year olds. David has experience serving on the Planning Board, so he has a good handle on the COA image, which is often very positive to those who know the COA through their utilization of COA programs and services. However, some residents are unaware of the services it provides to the community.

**Secretary Minutes** - A motion was made by Elizabeth Acquaviva to accept the April 21, 2015 Minutes prepared by FY15 Secretary, Liz Bishop. The motion was seconded and carried by voice vote.

**Outreach and Program Manager's Report** - Angela discussed many of the ongoing needs for support which are covered in her report such as craft table help at Old Home Day, the setting up of tables and chairs for the monthly COA luncheons, CCTV, and the monthly coffees. A motion was made by Jean Sain to accept the April report submitted by Angela Smith. The motion was seconded and carried by voice vote.

**Financial Report** – David discussed the April Financial Report General Fund and projected where he expects it to be at the end of the year, which is around the same as last year (under budget). He also discussed the Expenses will probably exceed 100% due to the Newsletter expenses as well as the other expense categories. However, comparing the difference between the larger Salaries and Wages budget and the smaller Expense budget, this is not of great

concern. A motion was made by Elizabeth Acquaviva to accept the April Director's Report. The motion was seconded and carried by voice vote.

**Director's Report including Transportation Report** – David pointed out that he was not being negative when he included in his report that the percentage of the COA budget increase of 3.26% was lower compared to most town departments. David discussed the Friends grant, specifically the inclusion of the Intergenerational Program support and the Stay at Home Assistance. He indicated that the Concord Carlisle Community Chest Annual Day of Giving is June 11, but he hasn't been informed of what grant amount will be awarded. Lastly, the response to the Carlisle Mosquito editorial that David is preparing was discussed. A motion was made by Peggy Hilton to accept the Director's Report submitted by David Klein. The motion was seconded and carried by voice vote.

**Social Worker's Report** - The April report prepared by Peter Cullinane was submitted.

**MMSS** – Minuteman Senior Services liaison, Jean Sain, reported that the main focus of the May 6 Board Meeting was a presentation by Board member, Gary Fallick on "Lexington at Home." Lexington at Home is a voluntary association of Lexington seniors who share an interest in aging in place. It is a support network based on social relationships, mutual help and support, and access to resources for seniors. Lexington at Home began in 2008 and has grown to approximately 130 seniors with chapters of 30 or 40 each. They meet monthly, usually in members' homes, and their focus is generally social and educational. Members are encouraged to join interest groups such as book groups, dining groups, walking groups, etc. Everyone is encouraged to participate in the activities. Jean indicated that Joan Butler of MMSS encouraged the Board to thank the "celebrities" who participated in the March for Meals campaign. Jean emailed the Carlisle COA's expression of appreciation to Jeff Bauman and Cory Atkins. Liz Thibeault thanked Jean for continuing to represent the Carlisle COA at the MMSS Board meetings.

**Friends of Carlisle COA (FOCCOA)** – Friends Board Member, Nancy Jaysane, reported that the Annual Meeting will be held on May 31 and that invitations have been mailed. Nancy mentioned that their art series and health series were very well attended. For the art program, the ages ranged from 29 to 97 so that it truly was intergenerational program. In addition, she discussed the fundraising efforts to date and indicated that contributions are not yet quite where they anticipated. However, donations can be made at the Annual Meeting as well as what's left of FY15. Liz Thibeault indicated that there would be a shuttle bus for the Annual Meeting.

**Old/New Business, part 2** – Liz Thibeault acknowledged the hard work by Liz Bishop and the Nominating Sub-Committee. Abha Singhal, Nominating Sub-Committee member, presented the following Proposed Board Slate, along with the year his or her term ends and the number of the term being served, to be voted on at the June 16 meeting, if there were no other proposed

members from the Board. Nominations were opened up to the Board and no one came forward with any additional proposed members.

### **COA 2016 Proposed Board Slate**

#### **Board Members**

Verna Gilbert, Chair 2016 (1)  
Donna MacMullan, Vice Chair 2017 (1)  
Walter Hickman, Treasurer 2017 (1)  
Elizabeth Acquaviva, Co-Secretary 2016 (2)  
Kathy DeVivo-Ash, Co-Secretary 2018 (1)  
Peggy Hilton 2017 (2)  
Jean Sain 2016 (2)  
Gio DiNicola 2018 (1)  
Reuben Klickstein 2018 (1)

#### **Associate Members**

Mary Daigle  
Maxine Crowther  
Helen Lyons  
Abha Singhal  
Jerome Lerman  
Muggsie Rocco  
Lillian DeBenedictis

Liz Thibeault will notify the Board on when the meeting with David Freedman will be held.  
A date for the last summer meeting followed by a pot luck dinner will be forthcoming.

**Long Range Planning** – LRP Sub-Committee will send amendments to the Long Range Plan for the Board's review prior to the June 16 meeting. A vote on amendments to the existing plan will take place at the June meeting.

A motion was made by Donna MacMullan to adjourn the meeting at 8:03 pm. The motion was seconded and carried. The next COA Board Meeting will be held at **Town Hall, Clark Room at 7:00 pm on Tuesday, June 16, 2015.**

Elizabeth Acquaviva  
COA Board Co-Secretary